

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road - P. O. Box 269101  
Sacramento, California 95826-9101

CAAD-SP

14 December 2009

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2009-67 - Expires 5 January 2010

1. The Military Department is accepting applications for the State Active Duty position indicated below. The selected applicant will be provided an initial appointment of a minimum of six months which provides for full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. This vacancy announcement will expire on 5 January 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

- |                               |   |
|-------------------------------|---|
| a. TITLE AND PAY GRADE:       | State Property Accountability NCO (SAD E-6) |
| b. EMPLOYMENT LOCATION:       | Camp Roberts Training Center, CA            |
| c. PROJECTED EMPLOYMENT DATE: | 1 February 2010 **                          |
| d. SELECTING SUPERVISOR:      | Commander, Camp Roberts Training Center     |

**\*\* Pending Availability of Funds & Continuation of Program**

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or an active member of the California State Military Reserve in the grades of E-5 through E-7 may apply.

b. Education/Experience: Completion of civilian and military education requirements commensurate with the grade of the applicant is required. Must be a High School graduate, or equivalent. **Attach documentation to support this requirement.**

c. Must possess minimum of four years experience in inventorying and maintaining property records.

d. Military Assignments: Assignments must be appropriate to the grade of the applicant.

e. Must possess a valid state and military driver's license. **Submit a copy of your current driver's license.**

f. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. **Attach a copy of your military component's verification of these requirements.** If a current member of the California State Military Reserve or a Retired California National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

g. Appropriate military uniforms are required (with federally or CSMR recognized rank) and grooming standards will be maintained in accordance with military regulation.

h. Must be able to pass both State and Federal background checks.

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4. Desirable qualifications include:

- a. A minimum of one-year experience in government Procurement, either in the National Guard, on Active Duty or other Government agency.
- b. Strong computer skills with IBM compatible Windows 95/98/WinNT and MS Office Suite experience.
- c. Ability to assist to interpret and implement current state and federal procurement rules, regulations and laws.
- d. Ability to prepare correspondence and proofread regulations.
- e. Must be able to effectively communicate orally and in writing.

5. Principle duty functions:

Under the general supervision of the Business Services Officer, the incumbent performs the following duties:

- a. Maintains the State Property Book for Camp Roberts.
- b. Performs and conducts periodic inventories and inspections of property; investigates discrepancies in inventories and reconciles property records.
- c. Provides support involving requests, receipts, storage, issue expendable and non-expendable supplies and equipment.
- d. Responsible for the accountability of State and Federal supplies and equipment for Camp Roberts.
- e. Performs other duties as assigned.

6. Reimbursement for moving and relocation expenses will not be paid.

7. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAD-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAD-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 5 January 2010. Applications will be accepted via fax or e-mail.**

FOR THE ADJUTANT GENERAL:

*Jeffrey W. Magram (14 Dec 09)*  
JEFFREY W. MAGRAM  
Lieutenant Colonel, CA ANG  
Director, State Personnel Programs

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The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front.  
Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed the application form?	
Have you attached a copy of your civilian and military documents?	
Have you attached a copy of height, weight & physical test verifications?	